Dear CCU Resident,

On behalf of University Housing, let me welcome you home to Coastal Carolina University. Whether you are a returning or a first-time Chanticleer, I am very excited you are here and look forward to working with you all year long. The following pages are your key to understanding University Housing and your role as a resident.

The evidence is clear that students who live in a residence hall persist at higher rates than other students, have higher grade point averages, and report higher levels of connection to the University at large. I hope that you will find these things to be true of your experience.

I encourage you to be an active member of your community. Speak kindly to your neighbors, get to know and rely on your Resident Adviser (RA), and be yourself at all times. You’ll find that you are a powerful and important part of the world around you and the community of learners you have joined.

I hope you will make an effort to get to know your RA and Community Coordinator as soon as you can. These staff members are here for you and have participated in intensive training to prepare for your arrival. Please let them know how they can be helpful and keep them informed of how you are transitioning to a new year as a student at Coastal Carolina University.

Welcome home!

Stephen K. Harrison
Vice President for Auxiliary Enterprises

P.S. We are honored to welcome you and will seek to live up to our mission statement which is: “University Housing creates a foundation of care for resident safety and success.” Let’s achieve that together!
MISSION
University Housing creates a foundation of care for resident safety and success.

VISION
Living with University Housing transforms students into Chanticleers prepared to be leaders serving a global community.

VALUES
Transformation through Development
Anchored in an ethic of care, University Housing focuses on residents as unique and complex learners actively engaged in their own holistic development.

Excellence through Innovation
University Housing utilizes the strengths of our staff and collaborative partners to implement new initiatives and best practices. We are dedicated to the personal and professional development we need for our department to become a leader in our University community and beyond.

Sustainability through Stewardship
University Housing is mindful of our potential impact on the community, the environment, and the resources available to future generations. We make sustainable decisions grounded in ethical practice, transparent to all stakeholders.

Community through Inclusion
University Housing aspires to create a socially just community founded on civility and inclusion. By examining social constructs and privilege, all members of our community learn from and about each other.

Achievement through Evaluation
University Housing is governed by a culture of assessment; we are committed to evidence-based evaluation of our programs and services to further the mission and goals of the department, the division and the University.

UNIVERSITY HOUSING AND MEAL PLAN REQUIREMENT
Coastal Carolina University is committed to providing its students with a comprehensive educational experience that includes a residential component. Therefore all degree-seeking full-time, first- and second- year students who graduated from high school within two calendar years prior to enrolling in Coastal Carolina University are required to live in residential communities operated by University Housing and to purchase a meal plan. Possible exemptions and the process for requesting exemptions are described in the posted University policy. Being automatically or manually marked as exempt does not prevent a student from choosing to apply for housing and entering into the annual license agreement or from purchasing a meal plan. Residents will indicate their meal plan preference on the housing application. Consult the Dining Services website for more details, coastaldine.com.

To review the policy (STUD-AUXE-336) in detail, consult the University Policies website at coastal.edu/policies. Residents needing to apply for a Housing or a Meal Plan Exemption will do so through the housing application process in MyCoastalHome.
University Housing is proud of its many student and professional staff members who work around the clock to ensure that our residential facilities are communities focused on resident safety and success.

**Resident Advisers**
Resident Advisers (RAs) are undergraduate or graduate students who serve as live-in peer leaders and role models. Each RA is assigned to a wing, floor or building and the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience. They answer questions about the campus and residential facilities; help residents with community, personal and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce University policies. There is an RA on call in each community from 5:00 p.m. to 7:00 a.m. and 24-hours a day on the weekends; the on-call number is posted throughout each community for emergency use.

**Community Coordinators**
Community Coordinators (CCs) are full-time professionals who live and work within the residential student communities. Community Coordinators are responsible for all residential community operations and serve residents through careful selection, training and supervision of the RAs. They also coordinate and approve room changes, oversee health and safety inspections, and serve as hearing officers for cases involving allegations of violations of the Code of Student Conduct and the Community Living Guide. Each CC has an office in or adjacent to their community and there are two CCs on call 24-hours a day for crisis response.

**Community Desks**
Community Desks are the hub of information and activity in the residence hall or apartment community. Community Desks are the best places to connect with a Desk Assistants (DAs) and Desk Managers (DMs), who can provide important information about campus or upcoming activities. DAs and DMs are undergraduate or graduate students who serve as customer service representatives at the community desks. Residents should visit their community desk for any of the following reasons:

- Check-in to their room
- Answers to general questions
- Locked out or lost room key
- Checkout equipment (e.g. vacuum, broom and dustpan, basketball, etc.)
- Report an emergency maintenance request

<table>
<thead>
<tr>
<th>24-HOUR COMMUNITY DESKS</th>
<th>DESK PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Circle Community Desk (Ingle Hall)</td>
<td>843-349-6410</td>
</tr>
<tr>
<td>Serving: Eaglin Hall</td>
<td></td>
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<tr>
<td>Ingle Hall</td>
<td></td>
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<tr>
<td>The Gardens</td>
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<tr>
<td>The Woods</td>
<td></td>
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<tr>
<td>(Elvington Loop Community Desk (Tradition Hall)</td>
<td>843-349-4127</td>
</tr>
<tr>
<td>Serving: Chanticleer Hall</td>
<td></td>
</tr>
<tr>
<td>CINO Hall</td>
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</tbody>
</table>
**Maintenance and Custodial Staff**
The full-time and student staff members that make up the facilities and maintenance crew are dedicated to providing safe, clean and comfortable residential facilities. In addition to maintaining and cleaning the common space in each of our halls, the custodial and maintenance staffs respond to maintenance requests – submitted in *MyCoastalHome* – when damages or items in disrepair are identified in your assigned space. These staff members also complete preventative maintenance and respond to emergencies.

**Housing Assignments Services**
The full-time and student staff members on the Housing Assignments Services team oversees business operations in the University Housing office, administers *MyCoastalHome* and manages incoming and outgoing communications via phone, email, website and social media. This team collaborates with Community Coordinators in managing assignments, occupancy, room changes and variety of other services.

**Community Council**
Community Councils are the local voice of the residential community. Community Councils focus on advocacy and programming for the community that they represent. There is a Community Council for each residential community on campus. The organizations are advised by the Community Coordinator and each Community Council is governed by student leaders, including a president, secretary, treasurer and more. Each Community Council is affiliated with Residence Hall Association, the umbrella organization for student leaders in the residence halls.

**Residence Hall Association**
The Residence Hall Association (RHA) is a registered student organization and serves as the official voice of residents living in housing operated by Coastal Carolina University. Every resident is automatically a member. Members who are elected to the executive board will work with professional staff advisers. RHA meets weekly and organizes large-scale programs, educational initiatives and works to recognize its members and community throughout the academic year. RHA is the perfect organization for residents who have great ideas to share or want to assume a leadership role within their residential community.

**National Residence Hall Honorary**
The National Residence Hall Honorary (NRHH) is one of the most respected and largest student organizations in the country. It consists of the top one percent of student leaders on a college campus, and it is an outstanding way to serve the residential and CCU community. This is done through recognition of outstanding people and programs within housing, service both within and outside of the residence halls, and other activities. Membership in NRHH is open to residents who have lived on campus for at
least one full academic semester resulting in a minimum CCU GPA of 2.5. Members are selected through an application process, with induction ceremonies occurring in both the fall and spring semesters.

**MYCOASTALHOME**

*MyCoastalHome* is your gateway to all things housing and meal plan at Coastal Carolina University and it will allow you to do all the following:

- Complete a housing application (or request a housing exemption)
- Check the status of or cancel your housing application
- Submit roommate requests and communicate with roommates
- Pick your room during room selection
- Select a meal plan (or request a meal plan exemption)
- Change meal plan within the first 2 weeks of the semester
- Request a room change during designated time periods
- Review the check in condition of your room
- Submit a maintenance request
- Apply for student employment with University Housing

All portal users will log in using their User Name and Password. Your User Name is the part of your e-mail address before the @ symbol (e.g. e-mail is chauncey@coastal.edu so the User Name is chauncey). You can find your User Name and Password at [coastal.edu/search/password](http://coastal.edu/search/password). *MyCoastalHome* will be active for new students and new transfer students after being accepted to Coastal Carolina University and paying the enrollment deposit. To access *MyCoastalHome*, go to our website [coastal.edu/housing](http://coastal.edu/housing).

**COMMUNITY LIVING**

Living as a member of a cooperative community teaches residents to respect the rights of others and advocate for their own rights. University Housing recognizes the need for an atmosphere conducive to academic success and to protect the health, safety and security of all residents and their belongings.

**Rights and Responsibilities:**

- The right to study, read, relax and sleep without measurable interference, noise or distractions and the responsibility to help others have these rights.
- The right to feel safe in the residence halls and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one’s privacy and the responsibility to respect the privacy of others.
- The right to have respect shown for one’s personal property and the responsibility to respect other’s personal property as well as community property.
- The right to have visitors within the housing unit in accordance with policy and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm and the responsibility to ensure this right for others.
- The right to a clean living environment and the responsibility to help keep it clean.
The right to maintain one’s personal beliefs and values and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual’s rights end when exercising those rights infringes on others. The housing facilities at Coastal Carolina University are places for fun but are also places for study. In keeping with the mission of Coastal Carolina University, housing facilities must have an atmosphere conducive to academic development. Residents whose behavior violates the rights of other members of the community may be subject to disciplinary action and removal from our communities.

Living with a Roommate
Fundamentals to a successful roommate situation:
- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e., sleep and study schedules).
- Respect each other’s privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the room appears to get smaller, and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing a room involves give and take on each side.
- Be considerate, reasonable, and flexible.
- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
- Share responsibilities with your roommate/suitemates and be accountable for your actions.

Roommate Relationships
University Housing stresses positive, assertive, and caring communication when working to resolve a roommate conflict no matter how large or small. Such communication will ensure that you are clearly stating your intentions and needs. It also ensures that the person you are communicating with feels they have the room to also assert their needs and intentions. Remember there can be a solution for all situations or conflicts and it is vital that all parties remain flexible and as objective as possible throughout the conflict.

One very useful tool in conflict resolution is the use of “I” statements. “I” statements help create a message that is not offensive, while specifically identifying your concerns, how they impact you and what your roommate might do to resolve the problem. An example of the proper use of an “I” statement is:
- I feel angry when you turn on the overhead light when I am sleeping. Please use the lamp if you need light while I am sleeping.
- I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.

By adding a statement about what you will do to reflect your own expectations or make it easier for your roommate to live up to your expectation is also important. You might amend the above examples by saying:
• I know that I have a sleep schedule much different than yours and I will try and sleep at more regular hours when I can.
• I haven’t always put my things away either and I will make an effort to do this every time if you will.

Such additions show that you are willing to help resolve the conflict and acknowledge that the fault is not entirely with the other person.

Critical to conflict resolution is the art of listening. Listening, like any other skill or talent, must be honed with practice and commitment. Your RA can work with you to practice this skill. Since we know that much of listening (and more importantly letting the other person know they are being heard) is non-verbal, remember the SOLER acronym and you may be a more successful listener:

S - square up to the speaker
O - open body posture
L - lean in
E - eye contact
R - relax

If you use these tips, are flexible with yourself and your roommates, and set realistic expectations you are certain to be more successful than those who try to put their heads down ignore a problem. Remember that your RA is always available if you take the time to ask for help.

Roommate and Cleaning Agreements
During the first two weeks after checking in to your room, you and your roommates/suitemates will complete a cleaning agreement. Several weeks later you and your roommates/suitemates will develop a roommate agreement facilitated by your RA. The RA’s role is neutral and they will engage you in dialog. The resulting roommate agreement document is not intended to be an exhaustive contract for how you will act around your roommates, but as a guideline for conduct in shared and private space accessible to those with whom you share a home. The roommate agreement will be signed by all parties and kept on file in your CC’s office. Amendment or revision of your roommate agreement may take place in a follow-up meeting involving all of your roommates, your RA and likely your CC. Violations of the roommate agreement may carry the same weight as violations of any other Community Guideline or section of the Code of Student Conduct and may result in action through the student conduct process.

Personal Property
Transitioning to living within an on-campus residential community will impact the personal property that residents are permitted to use and possess. Some everyday items that are used off campus may present a safety concern, or disruption of, on-campus facilities. If you have any questions about a personal item you would like to bring into a residential community, please first inquire with your Community Coordinator. The lists below are not intended to be exhaustive.

Permitted Items
• Computers/laptops
• Desk lamps
• Extension cords (UL approved/grounded)
• Game consoles
• Hair dryers
- Iron (must be used with ironing board)
- Microwaves (UL approved/<1000 Watts)
- Refrigerators (UL approved/max. 4.6 cubic feet)
- Stereo (w/ headphones)
- Single serve coffee maker (e.g. Keurig)
- Surge protector strip
- TV and audio/video equipment (TV not permitted to mount on wall)

**Prohibited Items**
- Appliances with open heating elements
- Candles, incense and candle/wax warmers
- Chest freezers
- Decorative alcohol containers
- Deep fryers
- Electric blankets / electric mattress pads
- Electric heaters
- Electric woks
- Grills (charcoal and gas)
- Halogen lights/lamps
- Neon lights, black lights, or lava lamps
- Portable dish/clothes washer
- Toasters/toaster ovens (except in University Place, The Woods and The Gardens)
- Two-wheeled electric-powered scooters (e.g. Hoverboards)
- Upholstered furniture (e.g. couches, futons, chairs, bean bags, etc.)

**Permitted Items in Apartment Kitchens ONLY**
(*University Place, The Woods and The Gardens)*
- Coffee makers
- Crock pots
- Electric grills (e.g. George Foreman)
- Induction cooking surface (e.g. NuWave)
- Rice cookers
- Sandwich makers
- Tea boiler/kettle
- Toasters/toaster ovens

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**COMMUNITY PROGRAMMING AND INITIATIVES**

University Housing and its partners across campus focus on the holistic development of our residents. We place a premium on academic success and we work to support our residents’ personal and intrapersonal development in order to make academic success more likely.

**Academic Initiatives**
Academic initiatives are programs, services, facilities and learning communities that support the academic needs and goals of our residents. University Housing is committed to establishing relationships with faculty and staff in order to maximize the availability of academic resources to our residents including regular interaction between faculty and residents outside the classroom.

University Housing includes academic initiatives within an RA’s training and as part of their position. It is essential because the RA may be the first staff member who notices any signs of a resident who is not engaged in their own academic career. RAs are integral in fostering and cultivating an environment and community that places academics as a core priority.

EXAMPLES OF ACADEMIC INITIATIVES:

- **Academic Support** – University Housing identifies residents who are on academic probation. These residents will receive a personal letter from their CC which provides academic resources and an offer to meet one-on-one to discuss academics and anything else.

- **Hall Resource Teams (HRTs)** – Each residential community will have an HRT of individuals representing University resources that are critical to University Housing’s mission to provide a foundation of care for resident safety and success. Members of the team, working in collaboration with the CC and RAs, will include a Public Safety Officer and counselor. This team will not only provide educational programming to the residents and training to the staff, they will work to be “present” within the community by intentionally being visible and available.

- **House Calls Program** – In the fall semester, faculty and staff visit our freshmen communities in an effort for residents to have intentional interactions outside of the classroom; allowing residents to get to know faculty and staff on a personal level. Furthermore, faculty and staff will benefit by gaining a better knowledge of what the living environment is like for this generation of college student.

- **“Sweet Success” Academic Excellence Recognition** – All on-campus residents who are on the Dean’s or President’s List are invited to attend a dessert social. University faculty and staff who are invited to attend include the Provost, Academic Deans, and other University administrators.

- **Tutoring** – As part of our ongoing efforts to bring academics into the residence halls, we also have tutoring opportunities available. In collaboration with our Learning Assistance Centers we offer tutoring several nights of the week in our residence halls. A schedule with times and locations will be distributed each semester.

**COASTAL Living Engagement Model**

Living on campus at Coastal Carolina University provides you with the greatest possibility of being fully engaged in Chant Nation. Each year, University Housing offers over 700 active programs and over 500 passive initiatives fulfilling the seven COASTAL Living themes: Community, Overall Wellness, Academic Success, Self-Discovery, Transition, Appreciation for Diversity, and Leadership. You will find that your Resident Adviser will make immediate efforts to get to know you – including meeting with you individually in the first two weeks to learn about who you are and what your goals are. You will have opportunities to forge strong relationships with others in your community, develop the skills necessary to succeed both academically and in the world, take on leadership roles that will prepare you for life post-college, and learn about yourself and those around you.

**CINO TIE**

University Housing is pleased to support the Office of New Student and Family Programs in the annual CINO TIE experience for new students. University Housing sponsors Friday late night event that provides
an exciting end to the move-in day experience for new ear students. In addition, Resident Advisers assist with promoting and ensuring that new students attend mandatory components of the CINO TIE weekend, including New Student Convocation.

**Second-Year Experience (SYE)**
The Second Year Experience (SYE) program is a comprehensive curriculum, developed to bridge the gap between the first year and graduation. Through signature programs such as the Study Abroad Fair, the Etiquette Dinner, and the Halfway There Celebration, SYE residents will be successful not only in the classroom but also at CCU. Furthermore, residents will connect to faculty who will further engage them in the learning process and connect their strengths to academic success. Residents will be more equipped to make decisions on their future goals and aspirations.

**Special Interest Housing**
We offer a variety of Special Interest Housing options that are categorized as either Resident Interest Groups (RIGs) or Living Learning Programs (LLPs). University Housing collaborates with campus partners to incorporate into these programs specified tutoring, advising, and faculty involvement. RIGs allow for students to live within a common community that has a specific focus, supported by a campus department that specializes in that focus. Residents of our LLPs live in a common community; however the focus is of an academic nature with a specific academic partner. Furthermore, residents living in an LLP are registered for a minimum of one common academic course.

**Teal After Ten**
Teal After Ten is a University-wide initiative to provide late-night programming to students throughout campus. As part of the initiative, every community hosts one recurring Teal After Ten program each month. In addition, University Housing works with Counseling Services and Student Activities to provide one off-campus Teal After Ten program to students every semester. Teal After Ten events are free and open to all CCU students.

**SERVICES AND ADMINISTRATIVE INFORMATION**

**ACCESS CONTROL**

**Electronic Access**
Some of our exterior and suite doors are secured electronically. Residents living in communities with electronic access doors will have access granted on their CINO Card. Due to this access, residents must report their card as lost or stolen immediately for safety and security. Report it online at coastal.edu/cinocard, and select “Report Lost Card” from the menu after log-in.

**Keys**
All residents receive keys and electronic access via the CINO Card during the check-in process and occupancy begins upon receipt of one’s key. Keys are issued to provide residents with 24-hour access to their assigned space when University-operated residences are open and to allow all residents to secure their belongings and themselves at all times. University Housing communities are only as safe as we make them together. While University Housing provides access and security, it is the responsibility of each resident to use their keys and CINO Card appropriately and keep these items with them at all times. Residents are prohibited from copying keys.
Lock Outs and Loaner Keys
If a resident is locked out of their room, the resident must go to the appropriate 24-hour community desk with a photo ID to be issued a loaner key and key fob. Loaner keys and key fobs are provided as a courtesy, and must be used responsibly. Loaner keys and key fobs are not “spare” keys. Loaner keys and key fobs must be returned within 30 minutes. Failure to return a loaner key within 30 minutes may result in a non-refundable $75 lock change administrative fee being assessed to the student’s account as part one of the lock change process. The remaining lock change costs for key fob, key tag, and cores will be assessed to the student’s account after a lock change occurs or the next business day, whichever is earlier. In cases of emergency lock changes the $75 lock change administrative fee and remaining costs for materials and labor will be charged simultaneously.

All residents will be provided two lock outs free of charge each semester. Each additional lock-out will result in a unique $50 lock-out fee and may result in action under the Code of Student Conduct. Please refer to coastal.edu/housing for a more complete explanation of University Housing’s lock out protocol, schedule of fees, and conduct actions.

Key Related Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Bent or Broken Key</td>
<td>$25</td>
</tr>
<tr>
<td>Key Fob</td>
<td>$20</td>
</tr>
<tr>
<td>Loaner Key (1st or 2nd per semester)</td>
<td>Free</td>
</tr>
<tr>
<td>Loaner Key (beyond 2nd)</td>
<td>$50</td>
</tr>
<tr>
<td>Lock Change - Administrative Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Lock Change - Materials Type 1</td>
<td>$200</td>
</tr>
<tr>
<td>Lock Change - Materials Type 2</td>
<td>$120</td>
</tr>
<tr>
<td>Lock Tampering Repair (Business Hours)</td>
<td>$25 Minimum (plus materials)</td>
</tr>
<tr>
<td>Lock Tampering Repair (After Business Hours)</td>
<td>$150 Minimum (plus materials)</td>
</tr>
<tr>
<td>Emergency After Hours Lock Change</td>
<td>$150 (plus type 1 or 2 materials)</td>
</tr>
</tbody>
</table>

Lost, Stolen or Broken Keys and Key Fobs
Residents must report lost, stolen or broken University Housing keys to their 24-hour Community Desk immediately. Residents will be responsible for the costs associated with replacing keys, key fobs, key tags, and lock cores.

All lock change fees have a non-refundable $75 administrative fee and a fee for materials portion once the lock change occurs. The cost of the materials portion of a lock change is determined by the location and room type, and is based on the number of lock cores that need to be re-cored as a result of the lost or stolen key. Below is a chart indicating lock change fees based on location and room type:
Lock Change Fees based on Location and Room Type*

<table>
<thead>
<tr>
<th>Location &amp; Space Type</th>
<th>Type Change Materials</th>
<th>Administrative Lock Change Fee</th>
<th>Materials Lock Change Fee</th>
<th>Total Lock Change Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chanticleer Hall Type 2</td>
<td>$75</td>
<td>$120</td>
<td>$195</td>
<td></td>
</tr>
<tr>
<td>CINO Hall Type 2</td>
<td>$75</td>
<td>$120</td>
<td>$195</td>
<td></td>
</tr>
<tr>
<td>Eaglin Hall 4 Bedroom Type 1</td>
<td>$75</td>
<td>$200</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>Eaglin Hall Suites Type 2</td>
<td>$75</td>
<td>$120</td>
<td>$195</td>
<td></td>
</tr>
<tr>
<td>Gardens Type 2</td>
<td>$75</td>
<td>$120</td>
<td>$195</td>
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</tr>
<tr>
<td>Ingle Hall 4 Bedroom Type 1</td>
<td>$75</td>
<td>$200</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>Ingle Hall Suites Type 2</td>
<td>$75</td>
<td>$120</td>
<td>$195</td>
<td></td>
</tr>
<tr>
<td>Teal Hall Type 2</td>
<td>$75</td>
<td>$120</td>
<td>$195</td>
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<tr>
<td>Tradition Hall Type 2</td>
<td>$75</td>
<td>$120</td>
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<tr>
<td>UP 1 Bedroom Apartments Type 2</td>
<td>$75</td>
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<td>UP 2 Bedroom Apartments Type 2</td>
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<td>UP 4 Bedroom Apartments Type 1</td>
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<tr>
<td>Woods Type 1</td>
<td>$75</td>
<td>$200</td>
<td>$275</td>
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</table>

*Please note these rates are subject to change; current amounts will be posted online.

Room Entry
Approved Coastal Carolina University officials, wearing a name/ID badge or University Housing issued uniform, may enter university residential spaces for inspection at any reasonable time for several reasons, including but not limited to:

Health & Safety Inspections
University Housing staff may conduct monthly room inspections. During this time, staff will check for maintenance concerns, cleanliness and adherence to University Housing rules and regulations. Staff will open and inspect University owned property (i.e. – cupboards, dishwasher, refrigerators, laundry machines) to ensure proper working order and cleanliness.

Maintenance and Repair Work
Maintenance requests submitted through MyCoastalHome will initiate a staff response to make necessary repairs. If a repair is ongoing, unexpected, or incomplete, students may follow-up with the Community Coordinator for updates. University Housing Maintenance or Custodial staff may also enter if a problem in another space impacts your student’s space or vice versa. Any violations encountered will result in notification to the appropriate staff member.
Emergency Conditions
A staff member may enter a resident’s space during a facility, environmental, or weather-related event or disaster to make sure that all residents have vacated and facilities are prepared.

Occupancy Verification
A University Housing staff member may enter residential spaces to confirm occupancy and vacancies.

General Welfare
Staff may enter a space in the interest of residents’ health and wellbeing. Examples include investigating a missing student and our Learn to Lock-It program.

Violations in Plain View
If a Coastal Carolina University official or University Housing staff member notices an illegal or prohibited item in plain sight within a residential space, a staff member may enter the space to confiscate the item. Confiscated items will be held by a University official until a conduct meeting can be arranged. The item may or may not be given back with the understanding that if it is returned to the resident that it must leave Coastal Carolina University campus immediately.

When entering a resident’s room, a University representative wearing a name tag or badge will knock loudly, identify themselves, their position, and ask to enter the room. In the absence of a response, the University official will knock again and indicate loudly that they are “keying in” or “entering” the room.

AMENITIES AND SERVICES

Cable Service
University Housing has contracted with HTC Cable to provide housing facilities with cable service. Residents should use the Cable TV Trouble Checklist found online (coastal.edu/housing) to troubleshoot problems prior to submitting a maintenance request. Any issues remaining after going through the checklist should be reported in MyCoastalHome. Additional features including DVR, On-Demand programming, and premium channels are not available. A channel line-up can be found at coastal.edu/housing, but may be changed without notice.

Communication
University Housing uses a resident’s Coastal Carolina University email address as the primary method for communicating relevant and important information. Residents should check their CCU email on a regular basis; failure to do so does not absolve an individual from the responsibility of being aware of and acting upon the important information shared through CCU email.

Equipment Checkout
Residents are able to checkout equipment (e.g. brooms, dust pans, vacuum cleaners, pool cues, pool balls, sporting equipment, and other game equipment) by showing their CINO Card at the 24-hour community desk. Residents must return equipment in the same condition it was at check out and empty vacuum cleaners before returning them.
Insurance and Liability
Coastal Carolina University and University Housing are not responsible for lost, stolen or damaged personal property, including clothing, valuables, money, textbooks, computers, electronic devices, bicycles, musical instruments and sports equipment resulting from theft, malfunction of mechanical equipment, water damage, or other causes. Each resident is encouraged to confirm that their family’s homeowner’s insurance policy covers student housing or acquire renter’s insurance available through most major insurance carriers.

Laundry
All residents have easy access to free laundry facilities. Laundry facilities are located in Eaglin, Ingle, Chanticleer, CINO, Teal and Tradition halls and on each floor of Azalea and Magnolia halls. All University Place Apartments are equipped with a washer and dryer that do not require coins. The University’s low-water, high-efficiency washing machines work best with laundry detergent labeled “HE” (high efficiency).

The laundry facilities in Eaglin, Ingle, Chanticleer, CINO, Teal and Tradition halls are equipped with LaundryView (laundryview.com), a web-based tracking system. LaundryView informs residents which machines are available and when their clothes are ready. Residents can save time by checking the online time chart to see when their laundry room is busiest and plan accordingly.

Do not over load the machines. Over loaded machines will not clean clothes properly and may damage the machines. There must be at least three inches between the clothes and the top of the machines. Residents may be held financially responsible for damages to machines that are overloaded. Over loading machines as well as failing to clean lint traps can lead to fire and damage to your clothing.

Laundry rooms are closed from 7 a.m. to 8 a.m. Monday through Friday for cleaning; abandoned laundry will be collected at this time. Residents attempting to locate missing laundry may contact their Community Coordinator. Unclaimed items will be donated after 30 days.

Mail Services
Each resident is assigned a box at the campus post office, which also serves as a certified UPS and FedEx receiving point. The post office is located in Sands Hall. The mailing address for all residents living in university operated housing is:

Student name
CCU Box No. _________
107 Founders Drive
Conway, SC 29526

Residents can find their post office box number and mailing address on WebAdvisor. Physical addresses for each building can be found online (coastal.edu/housing), posted in your community, or by asking a staff member. Residents are not permitted to have personal mail sent to the 24-hour desks; the desk staff members are not permitted to take responsibility for the items.

Recycling
Each community will have access to a university -operated recycling program. Recyclable items include newspapers, magazines, junk mail, computer paper, cereal boxes, aluminum cans, aluminum foil, steel cans, glass jars and bottles, and plastic bottles and jugs (remove and discard lids and tops). More information is available at coastal.edu/sustain or call 843-349-5041.
Student Computing Services and Wireless Internet
All residents living in campus housing have unlimited, 24-hour access to the Internet through the University’s local area network (LAN). Each room features wireless Ethernet access and a hard-wired, high-speed 10BaseT Ethernet connection, except The Gardens which only has wireless access. Residents experiencing problems with email or their Internet connection should contact Student Computing Services (SCS), located in Kearns Hall, at 843-349-2908, or via the online help form, at coastal.edu/services/scs. Computer labs are available to residents 24-hours in Eaglin and University Place Activity House. Print stations are available at the community desks at Tradition, Chanticleer, CINO and Teal Halls. Residents are encouraged to download anti-virus software to their devices; consult with SCS for more information.

Please note: Students must register all gaming consoles through SCS to gain Internet access for online gaming (coastal.edu/services/scs).

OCCUPANCY MANAGEMENT

Abandoned Property
Belongings left in one’s room, suite, or apartment after the end of the license agreement term or after a resident checks out, whichever is earlier, will be considered abandoned property and will be disposed of accordingly. During the license agreement term a certified letter will be sent to the permanent address on file for residents whose property is abandoned detailing the timeline for necessary action to prevent disposal. Following the end of the license agreement term property will be discarded without notification.

Break and University Closures
University Housing closes for winter break and during the summer terms in order to perform maintenance on our facilities and to train our in-hall staff. In addition the University may order a closure due to a facility, environmental, or weather-related event or emergency. Limited housing may be available during non-emergency closures with specific permission and after specific need is verified. Being a resident granted permission to remain during breaks is a privilege not a right. Anyone violating policies during break times will be removed from housing immediately. University Housing does remain open during Thanksgiving and spring breaks. Guests are not permitted during Thanksgiving, winter and spring breaks.

Winter break is not included in the academic year license agreement term. Returning residents may leave belongings in their assigned space, however a proper check-out with staff prior to break is required.

When residential facilities close (e.g. winter break, weather-related event, etc.), residents are provided instructions on how to prepare their room and belongings for their departure. These instructions are distributed via CCU email, community meetings and/or Closing Newsletter. Community meetings are conducted by University Housing staff and scheduled well in advance of closing to distribute critical information and answer questions. Residents are expected to follow the procedures to prepare their room for the closure.

Extended Stay Residents
Only residents participating in University sponsored activities occurring outside of academic terms may request permission to stay in University Housing beyond the scheduled term. Advisers/Coaches/etc. must make a request and these residents must complete an Extended Stay Agreement in MyCoastalHome in
order to be granted permission to be an Extended Stay Resident. All appropriate fees and forms apply. To review the Extended Stay policy (STUD-AUXE-334) in detail, consult the University Policies website at coastal.edu/policies/.

Check-In
Residents are required to formally check into their assigned space. Once the resident receives the room key at check-in, the resident assumes responsibility for the condition of the space and its furnishings. It is important the resident reviews their Room Inspection report in MyCoastalHome to confirm conditions and note any discrepancies. Students who are required to live in University Housing but do not check in to their assigned space will remain financially responsible for the length of the license agreement; a space will remain reserved should they choose to check-in later.

Checkout
Residents departing University Housing or changing rooms are required to check out of their space. In addition to the details provided in the University Housing License Agreement, staff will provide information to assist residents in completing the checkout process. This information includes checklists for proper cleaning and checking out of a space. Residents should sign up for a checkout appointment with their RA at least 48 hours in advance of the time they wish to leave. Residents are expected to vacate their residential space within 24 hours of their last exam each semester.

At the time of checkout, an RA will conduct a preliminary inspection of the room/apartment to determine if damages exist and if the room is clean. The RA will utilize your Room Inspection report (completed at check-in) during your checkout appointment. It is the responsibility of residents to clean their room/apartment, remove their belongings and trash, and report any damages that have occurred while living in their room/apartment. Damages, missing items, and/or cleaning costs that no one claims responsibility for will be divided equally among those living in the room/apartment.

Personal property left in a room or apartment after a resident has moved out shall be considered abandoned and will be removed, donated, or disposed of at the resident’s expense. A full-time staff member will conduct a more thorough inspection once checkouts are complete to ensure that all damages have been identified and properly charged. Additional charges may be assessed at this time for damages to the room/apartment, failure to return room keys, and/or improper checkout.

Express Checkout
While it is preferred for residents to check out with an RA, the Express Checkout option is available for those residents who must leave quickly or during the late night/early morning hours. Express Checkout allows a resident to turn in their key and properly checkout without a scheduled appointment with an RA. An RA and full-time staff member will later inspect the room for damage and cleaning and assess appropriate charges. By selecting the Express Checkout option, a resident opts to:

- Follow all check out and cleaning instructions;
- Decline the benefit of having an RA present to conduct a formal checkout prior to their departure;
- Waive their right to appeal any damages, cleaning, or other checkout charges and;
- Complete the Express Checkout process in the following order:
  1. Resident picks up an Express Checkout Envelope from the 24-hour community desk.
  2. Resident removes all belongings from the room and thoroughly cleans the room and any shared spaces.
3. Resident locks room door(s).
4. Resident completes information on the Express Checkout Envelope and signs it.
5. Resident retains the yellow copy for their records.
6. Resident places the key in the envelope, seals the envelope and places the envelope in the University Housing Drop Box located near the 24-hour community desk. Failure to return the key will result in lock change charges.

Involuntary Reassignment or Removal from Housing

Per the University Housing License Agreement or through the University conduct process, residents may be reassigned to a different space, restricted from specific locations, or removed outright from University Housing. Residents are required to follow all check-in and checkout procedures and are financially responsible for applicable fees.

Request to Reduce Occupancy of Room

Depending on occupancy and space availability, residents may have the ability to declare a double or triple occupancy room private after the occupancy verification process is complete in the third week of each term. A resident living in a private room pays an additional fee each semester. All of the room furniture must remain in the room, including the second/third bed. Once a resident has established a private room, the resident will continue to be charged the private room fee for the current academic year, unless the resident provides written notice to University Housing by the first day of classes for the next term or the University notifies the resident that due to space limitations, the private space option has been removed. Private rooms are never guaranteed.

Residents who live in spaces that are eligible to be “declared private” will be offered the option in writing and charged 125 percent of their original rate for all the days the assigned space is declared private. In addition, residents living in a triple occupancy room can request the occupancy to be reduced to double; the two residents living in the room must agree and will share the 125 percent rate increase.

Room Selection Process

Each spring semester, current residents are invited to participate in the room selection process for the following academic year. Through MyCoastalHome, residents will be able to request roommates and select their space and meal plan. In order to participate, residents must complete phase one of the housing application by the published deadline. Those residents who apply after this deadline are eligible to participate only after all other residents have gone through the process. Information about this process will be distributed during spring semester.

Room Changes and Consolidation

For purposes of occupancy verification and making new assignments, it is necessary to freeze room changes at different times of the year. Therefore, fall semester room changes are not allowed during the first two weeks and the last two weeks; spring semester room changes are not allowed during the first two weeks and after Spring Break. Residents interested in changing rooms must submit a request in MyCoastalHome. Only University Housing approved room changes are allowed, and residents can check the status of a request in MyCoastalHome. All room change requests are considered on a first come, first served basis and are based on space availability.

Residents found occupying a space other than the one assigned to them will be required to move back to their assigned space and may be assessed associated fees. Residents who allow an unassigned resident
or guest to occupy their room may also receive a charge to their student account and be documented under the Code of Student Conduct. Residents who spread out and occupy a vacant space hindering the ability to move someone into that vacancy will be required to move their belongings out of the way for the new resident and may be charged at a daily rate for occupancy of both spaces.

University Housing reserves the right to require residents to change rooms with proper notice and in cases of administrative necessity or to protect the safety, security, community integrity, and academic success of any resident. University Housing will use this right to facilitate consolidation of several residents to as few apartments, suites, or rooms as possible. Residents without roommates who are in the consolidation process must either choose a roommate, be prepared to accept a new roommate or accept a change of assignment. The empty space must be kept ready for a new roommate to be assigned at any time. Common areas including shared bathrooms must also be kept clean and ready for use by newly assigned roommate.

Room Inspection Report
Within 48 hours of check-in, residents must review their Room Inspection report in MyCoastalHome. This report is used to document the current condition of the room and its contents (e.g. furniture, carpet, windows, shelving). It is vital that residents carefully examine the room and make any necessary changes to the report, documenting any problems/damages found. The Room Inspection report will be used at checkout to assess the condition of the room at that time. Any damages in the room/apartment that were not documented on the Room Inspection report at check-in will be considered ‘new’ damage and the student’s account will be charged for these items.

University Housing License Agreement
The License Agreement is an academic year agreement (fall and spring semesters). Summer terms are separate from the academic year. You will have an opportunity to review and agree to it online through the housing application. A copy of the current University Housing License Agreement is available at coastal.edu/housing.

MAINTENANCE AND FACILITY OPERATIONS

Air Conditioning / Heating Systems
University Housing operates several variations of heating and cooling systems throughout housing facilities. In Eaglin, Ingle, Chanticleer, CINO, Teal and Tradition halls chiller systems are specifically designed to automatically adjust to conditions inside and outside of the building. The hot to cold and cold to hot transition times will result in the need for residents to adjust layering of their attire. The Woods, The Gardens, and University Place apartment communities are thermostat controlled with preset standards to limit drastic adjustments.

It is not uncommon for residents to adjust their thermostats down extremely low with the hope that the apartment will cool down more quickly. However, setting the thermostat too low typically results in the unit freezing up and requiring the unit to be disabled and thawed. Adjusting the thermostat in this manner can also cause unneeded wear or damage to the equipment and may result in repair charges. Repairs to air conditioning/heating systems may not be deemed an emergency depending on the outside temperature and may require extended repair time.
**Circuit Breakers**

Circuit breakers will automatically turn off, or trip, if the amount of electrical power being used exceeds their design specifications. University Housing reserves the right to require residents to remove or discontinue use of items – even those typically approved for use – should those items cause the circuit breakers to trip. This is most often true in Eaglin and Ingle halls. Should a resident have a loss of power, they should contact one of our 24-hour community desks and/or submit a maintenance request in *MyCoastalHome*. Do not tamper with electrical boxes.

**Dishwashers**

In order to maximize the efficiency of the dishwasher provided, residents are advised to pre-rinse all dishes. Failure to adequately remove food from dishes may result in dried on food and clogged drains. Only soap designated for dishwashers should be used.

**Garbage Disposals**

A garbage disposal is a machine that grinds food waste and allows it to be washed down the sink drain. In order to avoid problems, the following are directions on how to use a garbage disposal and keep you safe:

1. Food to be disposed of should be placed in the disposal while the disposal is OFF.
2. Turn on the cold water.
3. Turn on the garbage disposal.
4. Listen until you hear the food clear the disposal.
5. Turn OFF the disposal. Let the water run 15 to 30 seconds more to flush the pipe.
6. Turn the water off.

Improper use of garbage disposals can be dangerous. Keep your hands away far from moving parts. Please follow these guidelines:

- Always run cold water while using the disposal.
- Starchy food like rice and pasta can cause disposals to clog and create plumbing problems. Limit the quantities of this type of food that you dispose of in your garbage disposal.
- Bones, cornhusks, and other high-fiber items should not be put into the disposal as they may clog the drain.
- Keep eating utensils and other items from falling into the disposal.

**Hazardous Materials**

Most hazardous and combustible chemicals are not to be stored in University Housing facilities. Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local dump station.

**Health and Safety Inspections**

University Housing will conduct regular inspections that include a thorough evaluation of all private and public areas of the apartment or room. Repairs or replacement of damaged items and their associated charges as well as action through the student conduct system may result from these inspections. These inspections could be as often as monthly and University Housing reserves the right to conduct more frequent inspections as necessary. During these inspections, staff will open and inspect University owned property (i.e. – cupboards, dishwasher, refrigerators, laundry machines) to ensure proper working order.
and cleanliness. Items such as piled dirty clothing, open or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.) and bothersome odors are serious health hazards to the community and are prohibited.

**Interruption of Services**

There may be times when services (e.g. water, electricity, phone, Ethernet connection, cable, HVAC, etc.) are interrupted and repairs are needed and/or preventative maintenance is scheduled. Whenever possible, advance notice of such outages will be communicated via fliers, email, mobile text, and/or voicemail messages. In certain situations (e.g. severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

**Maintenance Requests**

Residents must report facility emergencies immediately (e.g. electrical problems, leaks, lack of hot water, and clogged or overflowing toilets) by calling the RA On-Call, the 24-hour community desk, or the University Housing office, at 843-349-6400, during normal business hours. In addition residents are asked to submit a maintenance request in MyCoastalHome.

Residents must report non-emergencies, such as burned out light bulbs or failing smoke detector batteries, by submitting a maintenance request in MyCoastalHome. Facilities and maintenance staff may be in direct contact with the resident that enters the request.

Submission of a routine or emergency maintenance request may result in a charge to a resident’s account for the cost of the repair. Residents who fail to report maintenance issues that cause subsequent problems will be held financially responsible for all damages. University Housing will not have knowledge of, or be able to repair unreported maintenance issues and will not be at fault if a request is not made through standard procedure.

**Mold and Mildew**

Humidity inside buildings in the state of South Carolina is often high which can result in the growth of mold and mildew; both can cause allergic reactions and other health issues. Mold thrives in damp areas with low air flow. When air absorbs moisture and makes contact with cooler surfaces, condensation develops and creates an ideal environment for mold spores to attach and grow. Similarly, if moist air is confined to an area with limited air flow, mold is likely to develop. Common types of mold are avoided and removed by controlling the moisture source, circulating dry air, and cleaning surface residue. Mild allergy agitation and organic odor are the common concerns, however, some residents may be concerned that they have a dangerous strain of “black mold”. While it is true that some mold strains are extremely dangerous, these strains are very rare. Early intervention and collaborative staff efforts are the key to successfully addressing all mold reports and caring for residents. The following are suggestions for preventing and treating mold and mildew:

- Clean regularly.
- When liquids are spilled, clean and dry the whole area, including under furniture.
- Open curtains or window coverings to allow air circulation.
- Leave the bathroom door and shower curtain open after showering, so moisture is not trapped in the bathroom.
- Hang damp towels, laundry and clothes to dry completely.

- Leave approximately a foot of space between furniture and windows.
- Leave HVAC running to keep dry air circulating.
- Do not leave windows and doors open for extended periods of time.
- Submit a maintenance request immediately if a door or window does not close properly.
- Allow some space around HVAC vents and bedroom closet vents.

If mold or mildew is observed, smelled, or otherwise sensed, a maintenance request must be submitted immediately in MyCoastalHome.

**Pest Control**
University Housing contracts with a professional contractor for monthly pest control services. Residents can assist in the effort to control pests by keeping rooms/apartments clean and food in sealed containers, and doors/windows closed. When a continual or severe pest problem arises, residents should submit a maintenance request in MyCoastalHome to report the problem. Extreme and seasonal changes in weather and construction near our facilities may trigger the appearance of insects and other pests in our facilities.

**Syringe/Needle Disposal**
Rather than placing exposed hypodermic needles directly into trash containers, residents must use an approved sharps container. Residents can contact Student Health Services about purchase an approved sharps container.

**Trash Removal**
Residents must dispose of all trash in the dumpsters located throughout the parking areas. Residents who fail to do so will be held accountable through the conduct process and may be charged financially.

**Water Leaks**
Leaks in faucets, toilet tanks, and other plumbing equipment can waste water, ruin costly fixtures, and increase fuel and labor bills. As such leaks are considered an emergency and residents must report them to the RA On-Call or the 24-hour Community Desk immediately. Failure to report problems can lead to mold and mildew and possible charges to residents.

**SAFETY, SECURITY, AND EMERGENCY PROCEDURES**

**Blue Light Emergency System**
Blue light emergency notification stations are strategically placed at several locations throughout campus. When activated, the system provides direct contact with Public Safety and immediate officer response.

**Community Safety Precautions**
While we believe that our campus is a safe environment, crime can occur. It is important to remember that our communities are only as safe as we make them. The following precautions should be taken to help protect you against crime:
- Lock your room/apartment door when you are home – ask who is at the door before opening the door or yelling “come in.”
• Lock your room/apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
• Do not prop exterior doors.
• Keep your keys and CINO Card in your possession at all times. Do not loan your keys or CINO Card to anyone for any reason.
• Don’t walk alone, especially at night.
• Report any suspicious activity to Public Safety immediately.
• Let your roommate know where you are going and when you will be returning.

Department of Public Safety
University Housing works hand-in-hand with Coastal Carolina University’s Department of Public Safety. Law Enforcement Officers and Security Officers respond to emergencies and reported crimes, while serving as a visible and available presence within our communities 24 hours a day, 7 days a week, and 365 days a year. In the evenings, Public Safety further supports the safety of our communities by restricting automobile traffic by closing gates at specific times and vehicles may only enter University Place through a single entryway, where residents’ CINO Cards are verified.

Doors
All doors should remain closed and locked when not in use, including entry doors into buildings, room/suite/apartment doors, room doors, and emergency doors. This is a precaution to ensure only those with approved access enter our facilities.

Building Access
Residents of a particular building are the only people who have access to that area, and those individuals should not give their CINO Card to any other person to gain access.

Door Propping / Tailgating
Propping any sort of door is strictly prohibited. Any resident found propping a door will be documented and may face conduct action.

Room Access
Residents’ keys belong to CCU and are only issued to individual residents. They may not be lent or given to any other person. You should always lock your door when leaving your room/suite/apartment.

If a resident loses their key, it must be reported immediately to the 24-hour community desk. If a resident loses their CINO Card, it must be reported to the CINO Card Office at 843-349-4000 and online at coastal.edu/cinocard by selecting “Report Lost Card” from the menu after log-in.

Emergency Contact Information
Each student living in University Housing is required to review and update their emergency contact information through the Office of the Registrar prior to occupancy. The University will reference this information in the event of an emergency. Residents expecting to be away for an extended period of time (more than 24 hours) during non-break periods should always let at least one person in the residential community know of their whereabouts.
Fire Safety Equipment

Safety devices may not be tampered with or disabled in any way. Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges. Fire equipment includes: fire rated doors, fire extinguishers, sprinkler heads, exit signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation route signage and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.

Fire Evacuation

All facility alarms should be treated with responsible and urgent action. If you hear an alarm you should gather your keys and CINO Card and exit the building immediately! You must obey the direction of all CCU staff in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building by Fire Safety staff or University personnel when the threat has been cleared.

Holiday Decorating Guidelines

For most residents decorating their living space is a fun and festive way of enjoying the holidays. The following guidelines help to ensure a safe and enjoyable residence hall living experience for everyone. If you have any questions, please consult your Community Coordinator. Please remember all University Housing Community Living Guidelines remain in effect.

- Life safety equipment may not be tampered with, altered, decorated or covered. Life safety equipment includes: exit signs, fire alarm pull stations, smoke detectors, sprinkler heads, and emergency lights. The fire hose/extinguisher cabinet and electrical panels may not be covered or blocked.
- The ceiling lights may not be dimmed. Light bulbs may not be taken out of their sockets. Decorations near or around the ceiling lights must have an eight (8) inch clearance.
- All lighting used to decorate must be UL approved/listed, including string/rope lights. Use caution with decorative lighting.
  - Make sure lights do not come in contact with flammable objects (e.g. curtains, papers, tissues, etc.).
  - Ensure that lights are not a tripping hazard and do not block pathways.
  - Decorative lights are never permitted to be attached to the ceilings.
  - All decorative lights must be unplugged when you leave your room/apartment and before you go to sleep.
- Live trees and bales of hay are not permitted in any facility.
- Kitchen appliances may not be decorated or blocked by decorations.
- A clear path of exit must be maintained at all times. Hallways, doorways, and common areas must be free of obstruction. Furthermore, a clear line of sight to the exit must be maintained.
- Decorations can only cover a maximum 50% of wall space and hanging decorations improperly may damage the paint and walls. Residents will be held accountable for any damages. Decorations may never be attached to or hung from the ceiling and exposed pipes and sprinkler heads.
- Nothing is permitted to be attached to, or hung from, balconies at University Place. In addition, decorations are not permitted on windows nor attached to the ceiling. Exterior doors may not be decorated, unless a University Housing staff member is facilitating a door decorating program.
• Mirrors cannot be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.
• Hallway or door decorating contests and haunted houses may only be facilitated by University Housing staff; decorations must be pre-approved by the staff member. Decorating may begin two days prior to the day of judging. All decorations must be removed within 48 hours of the conclusion of judging.
• During the academic year, when classes are in session, all holiday decorations must be removed within 48 hours after the holiday. If the holiday occurs during winter break, all decorations must be removed prior to the break.

Missing Student Policy
A student may be considered missing if they are reported absent from the University for more than 24 hours without any known reason, the absence is contrary to the student’s usual pattern of behavior, or there is a perception of unusual circumstances. All reports of missing students will be directed to the Coastal Carolina University Department of Public Safety which, with Campus Life and Student Engagement and University Housing (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy. To review the policy (STUD-CLSE-322) in detail, consult the University Policies website at coastal.edu/policies.

Personal Evacuation Plan
In the event of a facility, environmental, or weather-related event or disaster that results in a University closure, students will need to make use of their Personal Evacuation Plan they submit as part of their housing application in MyCoastalHome. Most students travel on their own or with friends and roommates to a designated relative or friend’s home out of the area. Since Personal Evacuation Plans can be updated throughout the year, students should discuss potential rides and sheltering options with other students who need transportation. While the University will provide as much notice as possible, so that students can make arrangements and provide for their own safety and welfare, it is important to plan ahead.

Severe Weather
When thunderstorms, tornadoes or other severe weather is in the area, residents should seek shelter immediately, preferably away from windows, on ground levels, and in a hallway in the center of a building. Residents should use the stairways, not elevators, as severe weather often is accompanied by power outages.

If the National Weather Service issues a hurricane warning for the area, residents will be advised to travel home or further inland or to a Red Cross emergency shelter before the onset of severe weather. The University will not operate as a designated shelter and will not provide a shelter-in-place option in University Housing. In case of evacuation, residents should update their Personal Evacuation Plan in MyCoastalHome, so the University knows where they are going including contact information. University Housing will remain closed until such time as all services have been restored and it has been deemed safe to reopen. There will be no refund, proration, or adjustment of charges or fees for the time the University, building, or specific unit is closed due to facility, environmental, or weather-related events or disasters. More information is available at coastal.edu/services/safety_and_security.
COMMUNITY GUIDELINES

The following policies and procedures are intended to be used in conjunction with the Code of Student Conduct, University Housing License Agreement and additional information published by University Housing throughout the academic year. Residents who are found responsible for violating University Housing Community Guidelines may receive an action plan which may include a warning, probationary status, educational tasks, restitution, a cancellation of their license agreement and removal from University Housing, and/or suspension or dismissal from the University. These guidelines are referenced in the Non-Academic Conduct Code within the Code of Student Conduct (CSC, IV, C. 13).

a. Advertising and Posting
Advertisements and postings must be approved as per University policy prior to being placed in residential areas and will only be distributed or posted by University Housing staff. Approved postings may be delivered to the University Housing office for distribution. Other forms of posting including, but not limited to chalk writing, banners, etc., must be specifically approved by University Housing. Solicitation in and around the residential facilities, especially door-to-door, is strictly prohibited. Items including banners, signs and posters may not be hung in windows and from balconies. In respect for the greater community, residents are restricted from decorating or posting any materials on the exterior of their main suite or apartment door.

b. Balconies/Patios, Banisters, Breezeways, Accessible Ramps and Stairwells
Sitting, standing or hanging on, sliding down or climbing over balcony railings or banisters is unsafe and is therefore prohibited. Nothing is permitted to be attached to balcony rails, including hammocks. Balconies may not be used to store bicycles, trash, paper or other combustible items. The use of grills or other sources of flame is prohibited in these areas given the risk of fire. University-owned furniture must remain within the apartment or suite; it is not permitted on balconies or where it is exposed to weather and the elements.

c. Bicycles, Bicycle Storage and Other Wheeled Devices
The use or storage of bicycles (and all other motorized or non-motorized vehicles including two-wheeled electric-powered scooters [e.g. Hoverboards]) are prohibited in both common and private spaces within the residential facilities and breezeways. Bicycle racks are provided around residential facilities and around campus for your use. Bicycles locked or chained to stairwells, balconies, trees or any University Housing or private property other than bicycle racks may be subject to removal and impounding. Motorized vehicles must be parked in a parking space. Other wheeled devices such as skateboards, scooters, and/or rollerblades are not to be ridden or worn inside the residential facilities/hallways/breezeways. Residents are strongly encouraged to register their bicycle with Public Safety online, coastal.edu/safety/police/bikes.

d. Cleanliness
Residents are expected to maintain their assigned space in a clean and sanitary manner. Failure to maintain a properly clean space is prohibited. Lack of regular cleaning may result in damage to University property and residents being held financially responsible. For instance, regularly vacuuming the carpet extends the life of the carpet and ensuring a buildup of mold or mildew in showers and toilets prevents permanent stains. Residents identified as being responsible for offensive odors, will be asked to eliminate the cause of the odor. An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are:
perfume, cologne, air freshening spray, or large amount of dirty laundry. University Housing staff will address offensive odors when complaints are received.

e. **Ceilings and Pipes**
   Hanging or attaching items from the ceilings and exposed pipes is strictly prohibited.

f. **Community Resources/Amenities**
   Each community is provided resources that may be freely used, reserved or checked out from a community desk such as gaming and sport equipment, laundry facilities, etc. Misuse, abuse or damage to these resources may result in restricted privileges for the community or individual residents and/or replacement fees.

g. **Common Space Usage**
   Furniture and equipment located in common spaces throughout the residential facilities are intended for community use. Inappropriate use, rearranging, removing or damaging this furniture and equipment is prohibited. Any of the above may result in action through the student conduct system. Access may be restricted to common spaces as a result of misuse and cost for cleaning/repair may be shared by members of the greater community.

h. **Damage to University or Student Property**
   Damage to facilities and/or property is prohibited (including University Housing facilities and property and the property of fellow residents) and may result in restitution through the student conduct process. Residents are responsible for their room, suite and/or apartment and all its furnishings, fixtures and equipment within. Any damages or untidiness must be reported promptly and properly. Any materials (i.e. markers, paint, glitter, glue, fingernail polish, etc.) that are spilled or mark University Housing property (i.e. furniture, carpet, walls, etc.) that permanently alters or requires deep cleaning is also considered damage and will result in charges assessed to the responsible student’s account. Any unreported damages discovered by staff during the year, during a proper check-out or following an improper check-out may result in charges to your student account.

A current list of some standard damage and cleaning costs can be found on [coastal.edu/housing](https://coastal.edu/housing). The list is not all inclusive and costs are subject to change without notice based on fluctuating costs for materials. If you feel you have received a fee by mistake, please submit a letter of appeal to the Community Coordinator for your community.

i. **Decorations**
   In order to protect and preserve University Housing facilities, residents may not make changes to the walls, ceilings, doors, floors or furnishings that result in damage, necessitate repair, or permanently alter the original appearance. Nails, screws, adhesives and other items that may leave holes or residue or remove paint from any surface are prohibited. As a general guideline, if your walls are drywall you may use push pins or thumb tacks and if your walls are painted blocks or bricks you may use pull tab release or adhesive hooks as long as they are removed properly and do not damage the wall if removed properly. With the exception of University endorsed decorations, all decorations on doors and windows are prohibited.

j. **Doors and Building Access**
Residents should feel safe and secure in their communities. They should be able to gain appropriate access to their buildings, rooms, apartments or suites whenever necessary — except during residence hall closures. To that end, exterior doors may not be propped open at any time. It is not advisable that interior doors be propped unless all the residents of a room agree it is allowed and at least one resident is at home and able to see the open door at all times. Interior door propping will be governed by the roommate agreement.

Additionally, lobbies, breezeways, hallways, stairwells and elevators must remain clear and secure at all times. Please report any area that is not accessible or secure to your RA or another University Housing staff member. Use of emergency exit or exit-only doors is permitted only in an emergency situation (e.g. building alarm, fire, etc.). Adding or changing locks, deadbolts, chain locks or other access control hardware to any door is prohibited.

k. Extended Stay Housing
Residential facilities are closed for winter break, during the summer terms and during University ordered facility, environmental or weather-related events or disasters. When residential facilities close (e.g. winter break, weather-related event, etc.), residents are expected to follow instructions on how to prepare their room and belongings for their departure which is distributed via CCU email, University Housing staff and/or Closing Newsletter. Guests are not permitted during the breaks.

During winter break, only those residents participating in a University sanctioned program or event will be permitted to remain in the halls. Those residents that meet this requirement must fill out an Extended Stay Request in MyCoastalHome and have it approved by University Housing by the published deadline. Approved residents will be charged a fee. Extended Stay is a privilege, and those found in violation of any rules and regulations will be removed immediately. To review the Extended Stay policy (STUD-AUXE-334) in detail, consult the University Policies website at coastal.edu/policies.

l. Failure to Report a Violation
Residents are urged to report violations of the Code of Student Conduct and University Housing Community Guidelines, especially in situations where a violation of these policies may endanger the violating student, other students, or university or personal property.

m. Fire Safety

i. Equipment and Evacuation
Tampering with, removing, or misusing fire safety equipment such as a smoke detector, sprinkler head, fire extinguisher, emergency exit sign or other relevant signage is strictly prohibited (violators may be subject to immediate removal/eviction from the University Housing system and may result in criminal charges). Nothing may be attached to or hung from any fire safety device. Failure to evacuate promptly – using only stairwells – when the fire alarm sounds or remain outside until given expressed permission by a University Housing staff member to reenter is also a violation of the fire safety community standard. During evacuations, (if safe to do so) residents should remember to close and lock their doors.

ii. Pavilion Fireplace
The Tradition Pavilion Fireplace may only be used during approved University Housing events under the supervision of authorized staff. Fireplace use without University Housing permission, including official email confirmation, is a violation of the University Housing Community Living Guide and Code of Student Conduct. Users of the NSH Pavilion are responsible for properly discarding trash and recycling after use. If a spill or damage happens during use, please report to the Tradition Hall Community Desk.

iii. **Kitchen Usage**

University Housing offers residents the ability to prepare food in kitchens in University Place, The Woods, and The Gardens and in community kitchens in Chanticleer, CINO, Teal, and Tradition halls. Residents who choose to utilize these kitchens are expected to do so in a responsible manner, which includes being responsible for their own safety, the safety of others, and the cleanliness and safety of our facilities. At no point may food be left unattended. When finished cooking, confirm all heat sources are turned to the “Off” position and cool. All cooking items should be washed, and surfaces wiped down. All kitchens are equipped with sprinkler systems and a fire extinguisher. In the event of a fire, never attempt to move food or kitchen equipment that is on fire. Call 843-349-2911 immediately.

n. **Furniture**

Each assigned space is fully furnished and residents may not bring additional/extra or personal furniture in to their room/suite/apartment, without written authorization from the Senior Director of University Housing or designee. Prohibiting personal furniture such as couches, futons, chairs, bean bags, etc. decrease the likelihood of infestations, bacteria, and other issue from upholstered furniture. It also reduces the likelihood of ingress and egress issues. Common area furniture may not be moved or relocated in to rooms or apartments for any reason. Furniture that is allocated for a vacant space must remain clean and accessible to an incoming roommate at all times.

o. **Gambling and Commercial Enterprises**

Residents are granted limited and specific use of their assigned space through University Housing License Agreement and gambling (i.e.: dice, cards, athletic) or operating a commercial enterprise (i.e.: any activity for which a resident is paid fees for services) in university-operated housing is prohibited.

p. **Guests**

Residents are held responsible for the behavior of their guests. A guest is defined as any person in a room, suite, apartment, or building to which they are not assigned, which includes a resident of another CCU residential community. Consequences for guest behavior may be financial, legal or result in action under the Code of Student Conduct. University Housing reserves the right to remove a registered or unregistered guest from its facilities at any time and to restrict future guests for any resident.

i. **Responsibility for Guests**

Guests must be escorted by a resident at all times when present in the residential facilities. Guests are not issued keys by University Housing and residents should never allow a guest to borrow their keys or CINO Card. Residents are responsible for the actions of their guests at all times and are fully responsible for educating guests about university policies and
procedures.

ii. **Overnight Guests**
Overnight guests must be discussed and approved by the roommates and/or suitemates prior to the guest’s arrival. A roommate and/or suitemate reserves the right to disqualify a guest for reasonable purposes. Residents should talk to their roommates and/or suitemates about a guest staying including the length of the stay within a reasonable amount of time prior to the guest’s arrival. If an agreement cannot be reached, the residents should have a mediation conversation with their Resident Adviser. Residents may not have guests more than three consecutive nights and five nights in a month. Parking passes for approved guests are provided by Public Safety. Overnight guests are prohibited during the first and last two weeks of each semester and during breaks (Thanksgiving, winter, and spring breaks).

iii. **Cohabitation**
Cohabitation is strictly prohibited and will be deemed to have occurred when a person not assigned to a specific space uses that room as if they are assigned to that space. Accessing an assigned space while the assigned residents are not home, keeping clothing or personal items in another’s assigned space, and regularly sleeping in or using the restroom facilities in a space to which one is not assigned are examples of cohabitation. Residents who allow an unapproved resident or guest to occupy their room may receive a charge to their student account and be held responsible under the Code of Student Conduct.

q. **Hall Sports, Games, Physical Play, and Pranking**
Residents may not participate in or encourage any sport, horseplay or physically rough play inside the residential facilities due to the potential for damage, injury, and/or the setting off the fire safety sprinkler system. This includes, but is not limited to bouncing, throwing or kicking of balls and/or other objects, rollerblading or roller-skating, throwing a Frisbee®, playing tag, wrestling, or water fights/games. Games or activities that encourage excessive or accelerated consumption of food or beverage are prohibited. Furthermore, playing pranks on fellow residents is strictly prohibited. Aside from the negative repercussions to relationships, real damage to facilities and safety concerns are often the result of pranks.

r. **Improper Checkout/Housing Closure**
Failure to properly check-out of one’s assigned space will result in a $100 charge. Improper check-out will include not making, failing to be present for, being more than 15 minutes late for and failing to be prepared for a check-out appointment as well as failure to properly Express Checkout. Any resident found to have left their assigned space for the semester, academic year, or after having withdrawn from the university without checking out will be charged for improper check-out. Residents are expected to follow procedures to prepare their room for closures including but not limited to winter break, weather events or other emergencies.

s. **Ingress and Egress**
Residents are required to maintain a clear path for ingress and egress. Furniture, clothing, and power, network and other cords may not block walking paths to doors and windows. The corridors within the suites in Chanticleer, CINO, Teal and Tradition halls are not intended to be used as living spaces. They are corridors and must be clear of furniture, trash, cords, etc. at all times.
t. **Keys and Identification Cards**
Residents must keep their keys and CINO Card on their person at all times. Keys are issued along with assignments and will only be issued to the assigned resident. Residents may not allow guests, parents and family members, or other residents to borrow their assigned keys or CINO Card. Keys must be turned in during the check-out process and in accordance with University Housing staff instructions. Residents who fail to return their key will be charged a re-core fee to their student account regardless of whether it was lost, stolen, destroyed, etc. Excessive lockouts are considered irresponsibility with keys and are therefore prohibited.

u. **Prohibited Items**
University Housing reserves the right to determine an item is disruptive to the community or presents a safety risk and may instruct a resident to remove an item from the residential facilities. The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in the residents halls:

i. **Alcohol Containers**
University Housing is a community that discourages alcohol misuse and is committed to educating residents about decisions to possess items that may encourage alcohol consumption. The use of alcoholic beverage containers and packaging (cans, bottles, kegs, beer boxes, etc.) as decorations or for any other purpose regardless of your age is prohibited. This includes beer bongs, shot glasses, martini glasses, yard or half-yard glasses, beer pong tables, or other devices used to drink alcohol, with or without alcohol in them.

ii. **Appliances**
Refrigerators are provided in The Woods, University Place and The Gardens. However, residents are permitted to bring one (1) refrigerator so long as it does not exceed 4.6 cubic feet and is approved by Underwriters Laboratories (UL). One UL approved microwave (less than 1,000 watts) is also permitted. Residents are advised to limit the number of appliances in their spaces, especially in Eaglin and Ingle Halls, due to limited space and limited electrical power capacity. University Housing reserves the right to require residents to remove or discontinue use of appliances should they become a safety or disturbance issue.

iii. **Candles and Incense**
Since candles, incense and the like constitute a fire hazard they are not permitted in the residential facilities (including, but not limited to candles with or without wicks, candle warmers, gifts or mementos, decorative items, warmed wax, and similar devices). Materials used for decoration that present a fire hazard (e.g. live trees, hay, etc.) are also prohibited.

iv. **Cinder Blocks**
Cinder blocks, bricks, blocks of wood and any other materials which may damage flooring or become a hazard in the residential facilities are not permitted. Residents may complete a maintenance request for their bed to be lifted by University Housing staff, or purchase plastic risers no higher than 12 inches high (these typically look like square mini traffic cones).
v. **Electric Heaters and Personal Air Conditioners**
   Given the fire safety hazard and additional load on residence hall electrical systems, electric heaters, and personal air conditioners (e.g. window fans) are not permitted. Each residence hall has a fully operational heating and cooling system. If you find the system is not operating as you expect please submit an online maintenance request and consult your RA if the problem continues.

vi. **Fuels / Combustible Materials**
   Any combustible fuel or material (e.g. lighter fluid, oil, gasoline, charcoal, propane or kerosene) is strictly prohibited. These items must be removed from the residential facilities immediately. All associated costs for proper disposal will be assessed to the responsible resident(s).

vii. **Non-UL Approved Lights / Extension Cords / Multi-Plug Adapters / Electrical Hazards**
    Only one surge protector strip is allowed per double outlet. Rewiring of resident rooms by non-university employees is not permitted. Neither University Housing nor Coastal Carolina University is responsible for any damage to electrical equipment (computers, TVs, phones, appliances, etc.) caused by power surges or lightning. All appliances, lights and cords used in University Housing facilities must be UL approved and deemed non-hazardous by University Housing. (UL stands for Underwriters Laboratories which performs safety testing for the Occupational Safety and Health Administration.)

viii. **Open Heating Elements**
    Any appliance or device typically used at home or in an office environment that has an open heating element and does not have an automatic shut off feature is prohibited. If your assigned space includes a kitchen, you may bring small countertop appliances with an automatic shutoff feature engaged at all times as long as it does not disrupt the academic environment and meets the approval of your Community Coordinator.

ix. **Pets**
    No pets are permitted in the residential facilities with the exception of fish contained in a tank equal to or less than ten (10) gallons (per apartment, suite or room). A fish is defined as legless, cold-blooded, aquatic vertebrate animal with fins, gills and scales. Pets belonging to guests and family members are prohibited from visiting the residential facilities. The resident will be responsible for all costs associated with the possession and removal of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.). Residents are restricted from feeding or leaving food outside the buildings for animals.

    Emotional Support Animals (ESAs) must receive approval through the Office of Accessibility and Disability Services prior to bringing the animal into the residential community. While Service Animals do not require approval, residents are encouraged to communicate with University Housing in advance of moving in. To review the Animals on Campus policy (UNIV-PRES-488) in detail, consult the University Policies website at coastal.edu/policies.

x. **Smoking/Tobacco**
Coastal Carolina University is a Tobacco-Free Campus and prohibits smoking in all campus buildings including all residential facilities. The Tobacco-Free Policy prohibits the use of all forms of tobacco and smoke-related products. Smoking is prohibited in all residential facilities spaces and/or common areas. Appropriate charges will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space. To review the Tobacco-Free Campus policy (UNIV-DSO-431) in detail, consult the University Policies website at coastal.edu/policies.

xi. **Wireless Routers and Internet Switches**
High quality internet service is provided throughout the residential facilities. Residents who plug in their own personal router can create a security risk. Residents who plug in their own personal router can create a security risk. Additionally, routers and switches are often connected to the network in reverse which results in a failure of the entire network. Ultimately, these devices will disrupt the continuity and security of the provided network.

v. **Quiet Hours / Courtesy Hours**
In order to maintain an environment conducive to study and sleep, residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested by others to do so. Please remember other residents may live above, below, and beside you in every direction and you have a responsibility to prevent noise and activity that can be heard by other residents whenever possible. Noise heard two doors away in Eaglin and Ingle halls or from outside one’s apartment/suite door in every other community will generally be understood to be a violation of quiet hours. Furthermore, car stereo volume and general noise exterior to the building may have a negative impact on interior residential environments.

**Quiet hours are as follows:**
- Sunday – Thursday: 10:00 p.m. to 10:00 a.m.
- Friday and Saturday: 11:00 p.m. to 11:00 a.m.
- 24/7 quiet hours are in effect from the evening prior to Study Day through exam week at the end of each semester and will be clearly posted and strictly enforced.

It is important each resident makes an attempt to confront any resident who may be creating a disturbance before contacting your RA or CC so long as you are confident your safety is not in question.

Additionally, any noise or distraction that disturbs residents is not conducive to academic success and personal health and, therefore, courtesy hours are in effect 24 hours a day and seven days a week throughout the year. Excessive noise, at any time, is not appropriate and will be subject to documentation without warning. Please reference this community standard when requesting your fellow residents cease any loud or distracting behavior.

w. **Roommate Agreements**
Failure to uphold, respect or abide by a roommate agreement is unacceptable. Roommate agreements are not intended to be exhaustive contracts between roommates, but they do serve as clear statements of expectations between those living together and the staff who support them.
x. **Screens and Windows**
Using a window as an entrance or exit is prohibited (unless in case of emergency). Also, removal of any screen or window is prohibited and the cost of replacement/repair will be charged to the responsible resident. Items including banners, signs and posters may not be hung in windows. In respect for the greater community, residents are restricted from decorating or posting any materials on windows. This includes window paint and decals. This is also to ensure the health and safety of residents and emergency personnel. Residents may not take any action that may cause damage to the window or screen. If in need of repair, the residents should submit an online maintenance request. In order to protect those individuals who may be walking outside the facility, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residential space.

y. **Trash / Littering**
All trash must be deposited in the dumpsters provided. Residents will be charged $25 for each bag, box or uncontained item found in public areas such as hallways, breezeways, lobbies or anywhere other than the designated dumpster. Littering is also prohibited (this includes paper, cans, bottles, bags and boxes of trash).

z. **Unapproved Occupancy**
Residents or guests occupying an unassigned bed space or using unassigned furniture is prohibited. Each resident is assigned one (1) bed space and one (1) set of associated bedroom furniture. Unoccupied bed spaces, closet space and furniture must remain unused, clearly separated, clean, fully assembled and available for incoming residents at all times. Furniture arrangements must be hospitable for incoming roommates and have proper ingress and egress pathways. Use of unassigned beds and furniture may result in additional housing fees and referral to the student conduct process.

aa. **Weapons, Projectiles, Ammunition, and Explosives**
Coastal Carolina is a weapon-free campus. This applies to the residence halls and apartments. University Housing strictly prohibits the use, possession and storage of weapons of any kind in the residential facilities. Weapons include but, are not limited to firearms, simulated firearms, BB guns, pellet guns, water guns, dangerous chemicals, any explosive device (including fireworks), ammunition, nun chucks, brass knuckles, butterfly knives, slingshots, swords, knives with a blade larger than 3 inches, paintball guns/equipment, bows and arrows, darts and other materials that can be used to intimidate, threaten or endanger others are prohibited on campus. Possession of a weapon may subject you to eviction from the residence halls/apartments as well as the University. Furthermore, throwing any object or trash from/toward windows, ledges, roofs, or balconies is prohibited.